

TRAVEL EXPENSE CLAIM

STD 282 A (REV. 6/93)

See Instructions and *Privacy
Statement On Reverse Side

PAGE 1 OF 1 PAGES

CLAIMANT'S NAME

Donald Koch

SSAN OR EMPLOYEE NUMBER*

DEPARTMENT

DEPARTMENT OF FISH AND GAME

POSITION

Director

CB/ID NUMBER

EX

DIVISION OR BUREAU

Executive

INDEX NUMBER

7100

RESIDENCE ADDRESS*

HEADQUARTERS ADDRESS

1416 9th Street

TELEPHONE NUMBER

916.653.7667

CITY

STATE

ZIP CODE

CITY

STATE

ZIP CODE

Sacramento

CA

95814

(1) MONTH/YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
9-09				(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING		(D) PRIVATE CAR USE						
(2) DATE	TIME							MEES	AMOUNTS					
9-13	9:00	Sacramento to Texas				\$18.00							\$18.00	
9-14		Texas	\$194.35				\$6.00						\$200.35	
9-15		Texas	\$194.35				\$6.00						\$200.35	
9-16	17:00	Texas to Sacramento	\$194.35		10.00		\$6.00		SC	\$85.00			\$295.35	
(10)	SUBTOTALS		\$583.05		\$10.00	\$18.00	\$18.00			\$85.00				
CLAIM TOTAL												\$714.05		

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

9/13-16/2009 Attend Association of Fish and Wildlife Agencies Annual Meeting where Director is the California State Representative.

(12) NORMAL WORK HOURS	PCA	PROJECT	WORK PHASE	OBJ AO	AMOUNT	OBJ AO	AMOUNT	OBJ AO	AMOUNT	OBJ AO	AMOUNT	TOTAL
08:00 - 17:00	7100	70100	700,000	295	714.05							
(13) PRIVATE VEHICLE LICENSE No.												
State Vehicle												
(14) MILEAGE RATE CLAIMED												
AGENCY ACCOUNTING OFFICE USE ONLY												
PAID BY REV. FUND CHECK No.												
Totals												

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

9/25/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

9-25-09

(17) SPECIAL EXPENSE AUTHORIZATION- SIGNATURE and TITLE (See Item 17 on Reverse)

DATE

OUT-OF-STATE TRAVEL APPROVAL REQUEST

Pursuant to the Provisions of Sections 1062,
11032, and 11033 of the Government Code and
SAM Section 0730, et seq.

Send 6 copies to: Director, Department of Finance

STD. 257 (REV. 5-94)

NAME AND TITLE

Donald Koch, Director

DOCUMENT NUMBER

09-057-023

DATE

September 2, 2009

DIVISION

Executive

DEPARTMENT

Department of Fish and Game

AGENCY

Resources

PURPOSE

AFWA

ABSENCE DATES

9/12-9/16, 2009

ITINERARY

Austin, Texas

ACTION REQUIRED:

For approval by Director (within blanket STD. 260-
retain STD. 257 within Department) ☒

For approval of Agency Secretary (if appropriate)
Department of Finance, and Governor

Specific advance approval require ☐

Additional funds required (BR # ☐)

TRANSPORTATION TYPE

COMMERCIAL AIR & Rental Car

EXPENSES NOT TO EXCEED

\$2,500.00

FUND

General

REQUESTED BY

Donald Koch

TITLE

DIRECTOR

FUNDING

Allotment:

Regular Blanket

Unencumbered remainder after posting
this estimate to allotment expenditure

Adjustment increasing encumbrances

Adjustment decreasing encumbrance

I HEREBY CERTIFY upon my own personal knowledge that the
unencumbered balance in the budget allotment for travel out-of-state
shown above is correct per the Allotment-Expenditure Ledger.

(After BR No.)

ACCOUNTING OFFICER'S SIGNATURE

[Signature]

9/8/09

DEPARTMENTAL APPROVAL

APPROVED BY

[Signature]

DATE

9-5-09

TITLE

AGENCY APPROVAL

APPROVED BY

DATE

TITLE

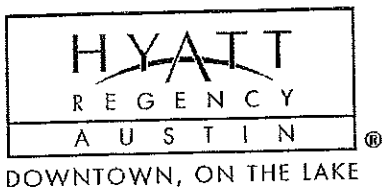
AUTHORIZATION

APPROVED, DIRECTOR OF FINANCE

DATE

APPROVED, GOVERNOR OF CALIFORNIA

DATE



Hyatt Regency Austin
208 Barton Springs Road
Austin, TX 78704
T.1-512-477-1234
F.1-512-480-2069
www.austin.hyatt.com

INFORMATION INVOICE

Payee: Mr Donald Koch
1416 9th St
12th Floor
Sacramento CA 95814

Room: 0808
Arrival: 09/13/09
Departure: 09/16/09
Page : 1 of 1
Folio:
Invoice:

Membership: [REDACTED]
Bonus Code:
Confirmation #: [REDACTED]
Group Name: Assn of Fish and Wildlife Age

Date	Description	Charges	Credits
09/13/09	Package	169.00	
09/13/09	State Occupancy Tax	10.14	
09/13/09	City Occupancy Tax	15.21	
09/14/09	Package	169.00	
09/14/09	State Occupancy Tax	10.14	
09/14/09	City Occupancy Tax	15.21	
09/15/09	Package	169.00	
09/15/09	State Occupancy Tax	10.14	
09/15/09	City Occupancy Tax	15.21	
09/16/09	Visa [REDACTED]		583.05

Your Gold Passport account will be credited for this stay.

Total

583.05USD

583.05USD

Balance

0.00USD

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WITH EXPRESS CHECK-OUT NO NEED TO WAIT IN LINE
DIAL 4444 FROM YOUR GUESTROOM PHONE

We thank you for your business and appreciate your loyalty.

Please remit payment to:
Hyatt Regency Austin
PO Box 200888
Houston, TX 77216

Customer Service number: 1-888-863-3020
Customer Service email: Na.CustomerService@Hyatt.com

From: "Sacramento Travel Services" <reservation@sacramento-travel.com>
To: "DKOCH@DFG.CA.GOV" <DKOCH@DFG.CA.GOV>
CC: "AHOWE@DFG.CA.GOV" <AHOWE@DFG.CA.GOV>
Date: 9/14/2009 12:41 PM
Subject: Itinerary for Donald Koch

Sacramento Travel Service
3121 Arden Way, Sacramento, CA 95825
Phone: 916-974-6855 - Fax: 916-483-2167

Return flight has been change per your request, no additional charge.

SALES PERSON: 73 ITINERARY DATE: 14 SEP 09
CUSTOMER NBR: 012013 BEQSXX PAGE: 01

TO: DEPT OF FISH AND GAME ANGELA 653-7562
1416 9TH ST - 1237
SACRAMENTO CA 95814

FOR: KOCH/DONALD REF: 7100-70100-700000

FOR SOUTHWEST CHANGES YOU CAN CALL SOUTHWEST
DIRECTLY AT 800-435-9792
SACRAMENTO TRAVEL PHONE-888-645-6437
EMERGENCY AFTER HOURS PHONE 800-639-7583

IT IS YOUR RESPONSIBILITY TO REVIEW YOUR ITINERARY
UPON RECEIPT FOR ACCURACY. CONSULT OUR WEBSITE
FOR ANSWERS TO YOUR FREQUENTLY ASKED QUESTIONS.

REFUNDABLE STATE FARE IS 846.40

16 SEP 09 - WEDNESDAY

AIR SOUTHWEST AIRLINES FLT:1531 ECONOMY
LV AUSTIN 915A EQP: BOEING 737 300
02HR 55MIN
AR LAS VEGAS 1010A NON-STOP
ARRIVE: TERMINAL 1 REF: NT7NNW
AIR SOUTHWEST AIRLINES FLT:744 ECONOMY
LV LAS VEGAS 1125A EQP: BOEING 737-700
DEPART: TERMINAL 1 01HR 40MIN
AR SACRAMENTO 105P NON-STOP
ARRIVE: TERMINAL A REF: NT7NNW

16 NOV 09 - MONDAY

OTHER SACRAMENTO

ORIGINALLY BOOKED BY LAURA/THANK YOU FOR CHOOSING

SACRAMENTO TRAVEL

SALES PERSON: 73 ITINERARY DATE: 14 SEP 09
CUSTOMER NBR: 012013 BEQSXX PAGE: 02

TO: DEPT OF FISH AND GAME ANGELA 653-7562
1416 9TH ST - 1237
SACRAMENTO CA 95814

FOR: KOCH/DONALD REF: 7100-70100-700000

SACRAMENTO TRAVEL SERVICE 916-974-6855
WEB ADDRESS WWW.SACRAMENTO-TRAVEL.COM
RECONFIRM FLIGHTS 24HRS IN ADVANCE WITH THE AIRLINE.
AIR FARES ARE NEVER GUARANTEED UNTIL TICKETED.
ALL TICKETS ARE NON-TRANSFERABLE.
ALL TRAVELERS MUST HAVE A BOARDING PASS AND
PHOTO I.D. TO PASS THROUGH AIRPORT SECURITY.
VERIFY CHECK IN PROCEDURES DIRECTLY WITH AIRLINE.
SACRAMENTO TRAVEL PHONE-888-645-6437

*

PLEASE RETAIN A COPY OF YOUR ITINERARY
TO SUBMIT WITH YOUR TRAVEL EXPENSE CLAIM.
IF FLIGHT NOT TAKEN, PLEASE CONTACT STS TO
INITIATE REFUND ON REFUNDABLE TICKETS.

*

YOU MUST RECEIVE A HOTEL CANCELLATION NUMBER
FROM STS WHEN CANCELING A HOTEL.
CST NUMBER-2035510-10
CONSUMER RESTITUTION DISCLOSURE ON FILE.
VALID PASSPORT REQUIRED FOR INTERNATIONAL TRAVEL
STATE EMPLOYEES MUST PRESENT STATE I.D. AT
HOTEL CHECK IN OR RATE NOT GUARANTEED.
SOUTHWEST AIRLINES DOES NOT PRE-ASSIGN SEATS.
A CREDIT CARD MAY BE NEEDED FOR YOUR CAR RENTAL
HERE ARE SOME HELPFUL TELEPHONE NUMBERS
SOUTHWEST PHONE NUMBER 800-435-9792
UNITED PHONE NUMBER 800-521-0810
AMERICAN AIRLINES 800-433-7300

JETBLUE AIRLINES 800-538-2583
ENTERPRISE RENT-A-CAR 800-736-8222
YOUR EMERGENCY SERVICE VIT CODE IS SL985/FISH

Sacramento Int'l
Airport

Card Account : XXXXXXXXXXXX5257
Card Type : Visa
Authorization Code : 08208C

Cashier : 93 Seq # 19349
License Plate : XX NDPLATE
Ent : 09:24 09/13/09 Lane 37
Exit: 13:39 09/16/09 Lane 50

FEE \$	60,00
AMOUNT TEND \$	60,00
CASH \$	0,00
CREDIT CARD \$	60,00
CHECK \$	0,00
CHANGE CALC \$	0,00

PAID AT CT \$ 60,00
Taxes Included

*** Start Calculation Details ***
4 Day(s) @ \$15,00 = \$60,00

*** End Calculation Details ***

*** Thank You ***



Fare Receipt

Austin, TX (512) 452-9999

Yellow Cab

Date

9/16/09

Received of

the Sum of

from

to

Yellow Cab

No.

172

Driver